

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

2. Next, gather relevant information and data. This may involve research, consultation with experts, or collecting data from various sources.

3. Once the information is gathered, it is important to analyze it carefully. This involves identifying patterns, trends, and key factors that influence the outcome.

4. After analysis, a plan or strategy should be developed. This plan should outline the steps to be taken to address the problem or answer the question.

5. The next step is to implement the plan. This involves carrying out the tasks and actions outlined in the strategy.

6. Finally, the results should be evaluated. This involves comparing the outcomes with the expected results and identifying any areas for improvement.

7. The process may need to be repeated or adjusted based on the evaluation. This is a continuous cycle of learning and improvement.

8. It is important to document the process and results. This helps in understanding what worked well and what did not, and provides a reference for future tasks.

9. Communication is also key. Sharing the findings and insights with others can help in understanding the problem better and finding solutions.

10. Finally, it is important to reflect on the overall process. This involves thinking about what was learned and how it can be applied to other situations.

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BROWN ET AL.

**Menon, Krishnan S**

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(Assistant Examiner)		K S Menon	Total Claims Allowed:	10
(Legal Instruments Examiner)	Jeyaraj Sub 12/9/06 (Date)	Krishnan S. Menon (Primary Examiner)	O.G. Print Claim(s)	1
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